

# MANAGEMENT MEMO

NUMBER:

MM 04-05

SUBJECT:

**SOFTWARE MANAGEMENT POLICY REPORTING  
REQUIREMENTS**

DATE ISSUED:

January 16, 2004

EXPIRES:

March 30, 2004

REFERENCES:

SAM Section 4846.2

ISSUING AGENCY:

DEPARTMENT OF GENERAL  
SERVICES

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**Change**

This Management Memo changes SAM Section 4846.2 pertaining to the submission of annual certification and summary of updated software inventories to the Department of General Services. The change requires that these documents be retained internally with the Chief Information Officer (CIO) rather than submitting to the Department of General Services.

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**Effective Date**

Immediately. Will expire March 2004 upon release of the quarterly SAM revision.

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**Revised SAM  
4846.2**

Beginning January 31, 2004, and ongoing, the Chief Information Officer of each agency shall prepare an annual certification, along with the summary of updated inventories conducted by the agency as part of its ongoing software management practices. This certification shall be retained in the CIO's records for three years, and must identify the individual responsible for ensuring agency compliance with the California Software Management Policy, SAM Section 4846. In support of this certification, each agency must maintain a detailed inventory report that must be made available to the Department of Finance and/or the Department of General Services upon request. See SIMM Sections 80 and 120 for this and any other reporting requirements.

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**For questions  
contact**

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Statewide Information Technology (IT) Policy, Instructions and Guidelines  
(Web Site): [http://www.dof.ca.gov/HTML/IT/Statewide\\_IT.htm](http://www.dof.ca.gov/HTML/IT/Statewide_IT.htm)

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**Signed by**

Original signed by William J. Jefferds, Ed. D.

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William J. Jefferds, Ed. D.

Director, Department of General Services